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|  | [http://www.academy6080.org/](http://www.academy6080.org) |  |

**Student Agreement – Class of 2023**

*The Leadership Academy of District 5130 is a seven-month series of courses and meetings designed to educate and increase the knowledge of past club presidents, presidents-elect, presidents-nominee and other “qualified” Rotarians to participate in leadership at the club and district levels. Taking part in this program requires that each participant will set aside the time each month to complete each course and have the* ***dedication and commitment*** *to see the program through to completion.*

**ADMISSION REQUIREMENTS & STUDENT AGREEMENT**

Application Deadline August 15, 2022

*Prior to acceptance and admission to the Leadership Academy program, students are required to complete and submit the following three documents:*

1. *Application Form*
2. *Skills Survey: This is to determine the applicant's computer, Internet, and software capabilities.*
3. *Student Agreement for 2022-2023 – signed by the applicant.*

Submit all 3 Documents at the same time to the following tndividual:
Academy Administrator – Harriett Schloer – in2dtp@gmail.com

Enter your answer to either the “yes” or “no” questions for this section by entering

2 capital “X”s) to display your answers.

1. REQUIRED: Do you own a personal computer AND do you have significant computer skills and expertise.
2. **Yes** **No**
3. REQUIRED: I have a personal email address.
	1. **Yes** **No**
4. REQUIRED: I will check email daily for communications from the Academy.
	1. **Yes** **No**
5. REQUIRED: I will be using the Windows 8, 10 or 11 operating system or the latest MAC OS for the Academy and understand that nothing else is eligible for DLA use.
	1. **Yes** **No**
6. REQUIRED: I will have access to Microsoft Office or the FREE OpenOffice Software, for all Academy assignments. *(I understand that Academy courses use “fillable” Microsoft Word templates for assignments that can only be completed using Word or the OpenOffice program which is available for free download online and that (nothing else works!!) I also understand that all written assignments must be submitted to the instructors in Word format or OpenOffice format or they will not be accepted by the instructor and will be returned to mr for correction and proper resubmission.)*
	1. **Yes** **No**
7. REQUIRED: I have "knowledge and expertise” in the use of email, web browsers, the Internet and search engines.
	1. **Yes** **No**
8. REQUIRED: I have expertise in downloading, opening, attaching, saving and printing Adobe PDF files.
	1. **Yes** **No**
9. REQUIRED: I am capable of uploading files to the Internet. *(All assignments are to be uploaded directly to each course’s Assignment Pages in Canvas**in the appropriate format required for each course****.***  *I understand that all assignments may not be submitted via email directly to the instructors. They may* ***only*** *be submitted using the Canvas online platform.*
	1. **Yes** **No**
10. REQUIRED: I have the latest version of the Adobe Acrobat DC Reader (Version 11+) installed on my computer. The free Adobe Acrobat Reader software may be downloaded from the Internet at <http://www.adobe.com/reader> Or if you have full blown Adobe Acrobat that also works.
	1. **Yes** **No**:
11. REQUIRED:  I have access to HIGH SPEED INTERNET *(either cable, DSL or wireless*) for all Academy work on a regular (daily) basis. I understand that if I do not have this, I will need to delay admission to the DLA until I do.
	1. **Yes** **No**
12. REQUIRED: I understand that the Leadership Academy program will require me to spend the equivalent of 4-5 days per month or more *(2-3 hours at a time depending on my reading speed, computer speed, and Internet capability)* completing the monthly Academy assignments and other course work.
	1. **Yes** **No**
13. REQUIRED: I **confirm** that I will follow the “submission dates” for each course and its various assignments and submit them on time. I **confirm** that I understand that the Academy assignments are spread over each month that the courses are taught thus enabling me to easily fit each courses assignments into my personal schedule as long as I stick to the assignment submission dates. I also **confirm** and understand that if I do not adhere to the course calendar and submission dates *(as closely as possible)* and wait until the final deadline at the end of the month to submit all of the course assignments, that I could fall behind and risk being dropped from the program. I also confirm and understand that the DLA program does not allow “extensions” for any of the courses when a student fails to meet the course deadlines. *(Note: students who do not complete the assignments for each course by the date of a course deadline will risk being dropped from the program. However, students will be allowed to return to the program the following year and pick up where they left off and graduate. This will be determined on an individual student basis by the Academy Dean, the Academy Administrator, and the course instructor.)*
	1. **Yes** **No**
14. REQUIRED: I agree to complete all course assignments *during the 1 month period each course is taught,* understanding that each course begins on the first day of the month and ends at midnight on the last day of the month. All courses are closed at midnight on the last day of the month and can no longer be accessed by the students.
	1. **Yes** **No**
15. REQUIRED: I confirm and understand that I will be required to attend three of the following meetings during the year by scheduling them on your calendar immediately upon acceptance in the Academy program.
	1. **District Conference**
	2. **District Training Assembly**
	3. **District Foundation Seminar**
	4. **Membership Seminar**
	5. **Pre-PETS & PETS (PEs, AGs.)**

16. REQUIRED: VERY IMPORTANT: I understand that I will need to perform all of the Academy course work on a computer with high speed access to the Internet **(NO EXCEPTIONS!)** and which is NOT located behind a government, banking, brokerage house or other business office or non-profit organization’s secured firewall. These firewalls prevent students from accessing the secured Canvas website which requires an individual ID and password and is the only location where all Academy curriculum and course work is posted. Twenty-five years of DLA graduates can confirm that there is no way around this, so please don’t try to override this or have your IT professional try to configure it for you. It’s just not going to happen. In addition, I understand that several of the Academy courses will require using the Rotary Learning Center on the RI web site that can only be accessed using a highspeed connection. I also understand that students without highspeed access or who are behind the above-mentioned secured firewalls will need to find alternative Internet access such as home, public library, etc. When using “public access” it is very important that when students have completed their work in Canvas that they completely shut down Canvas by closing the web browser prior to exiting the computer they are using.

NOTE: **Students without access to a highspeed internet connection will not be admitted to the Academy until they have acquired highspeed access.**

**Student Agreement***I confirm that I have read the above District 5130 Leadership Academy requirements and fully understand what will be expected of* me if I participate in the 2022-2023 Leadership Academy program by clicking on each of the boxes**.**

[ ] I agree to attend three of the required events or meetings as previously stated.

[ ] I understand that if I fail to complete all Academy courses by the monthly deadlines, as stated for each course, I may be dropped from the Academy program during the current Academy year but will be allowed to complete the DLA program during the following DLA year.

[ ] I understand that Academy courses will only be available during the month each course is taught and that no courses will be available early.

[ ] I understand that all Academy course reading materials will be made available in PDF format and will be posted on Canvas for free download or online viewing.

[ ]  I understand that high speed Internet access is **required** to complete all Academy work online and hereby confirm that I have **unobstructed** high speed Internet access to complete the Academy work.

[ ]  I understand that all of the Academy assignments are to be delivered to the instructors in Word format or OpenOffice format only and that if assignments are not submitted correctly, they will be returned to the instructor for correction and resubmission.

Understanding and agreeing to all of the above requirements, I hereby submit this agreement along with the required Student Skills Survey and application and request that I be considered for acceptance into the 2022-2023 Leadership Academy of District 5130.

Your Signature: *(enter name followed by “signed”)*: Click Here Date: Click Here

Your Email Address: Click Here Rotary Club of: Click Here

Home Phone: Click Here Cell Phone: Click Here

Mailing Address: Click Here City: Click Here State: Click Here Zip: Click Here

Check each off all of the above statements then “sign” this agreement and email it to both of the following
Academy Administrator – Harriett Schloer – in2dtp@gmail.com

Be sure to submit all three required documents at the same time.

Deadline for Submission of all required documents is August 15, 2022
No applications will be accepted after this deadline date.